



C (Schengen) Visa for private visit

Applicant must produce an original travel document (passport) and a folder containing a photocopy of each document in the order defined below. Photocopies must be A4 size

The documents will be returned to you at the end of the procedure.

DOCUMENTS TO SUBMIT

2. **Visa application form duly completed on [visa-on-web](#) then printed, dated and signed**
 - With one recent passport sized colour [photograph](#)
3. **Travel document**
 - Valid for at least three months after the intended date of departure from the Schengen area
 - containing at least two blank pages

Copy of passport

- Copy of the data page and all pages of the passport that are used (with visa sticker or stamp) in sequential order (page number)

4. Residence permit

- Copy of ID Card
- (For Türkiye) Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği)
- Third-country Nationals: *Proof of residence, valid three months beyond the intended date of departure from the territory of the Member States*

5. Minor under the age of 18 years and travelling alone or with one parent or legal guardian only:

- Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/legal guardian

6. Travel purpose

- Invitation letter from host in Belgium (with details of the trip) and
- Identity card / Residence permit of the host (front and back), if not the guarantor and
- Relationship between host and applicant: proof / history of relationship (max. 3 pages)

7. Accommodation in Schengen

- Proof of reservation, signed rental agreement or any other document related to the planned accommodation in Schengen area **or**
- Confirmation of the host/organizing committee that they will arrange accommodation during the stay (if not already stated in the invitation letter)

8. Financial means of the applicant

- a) bank account statement showing movements over the last three months, proving the source of regular income,
- b) proof of regular income, such as salary slips of the last three months, and
- c) pensioner booklet, if relevant.

Please find at the end of the document the documents to be presented by specific categories in Turkey *

9. Financial means of the guarantor (if any)

- a) **ORIGINAL** Annex 3bis (**Formal obligation** - official document from a Belgian city hall stating that the host will cover all costs of the stay – **the original must be submitted**) **and**
- b) Payslips, tax return form or any other proof of income of the guarantor **and**
- c) Identity card or residence permit of the guarantor

10. Return guarantee

- **Employee:** letter from the employer confirming the employment, title and duration, and leave authorisation
- **Student:** letter from the school / university confirming the registration and holiday
- **Self-employed:** proof of registration of the company
- Proof of **ownership** of home or other real estate
- Proof of **dependent persons** in country of origin / residence
- Any **other** relevant document

11. Travel medical Insurance

- Valid for all Schengen countries and which covers any repatriation costs for medical reasons, emergency medical and hospital care. The amount of coverage will be €30,000. It is imperative that the dates of the insurance correspond at least to the dates of travel.

12. Travel arrangements

- flight reservations, other proof of intended means of transport, or proof of travel itinerary.

13. Other

- Any other document that cannot be put under the above categories (max. 3 pages)

This checklist comprises all documents that are part of my visa-application. I understand that the Consulate General will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Consulate General, even documents that do not feature on this list at all.

Attention ! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance : proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)

This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

The impossibility of producing an official document must be established by the applicant. The applicant's explanations must be serious, objective and concordant and accompanied by any document supporting the explanations.

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a) Employees:

- ☐ letter from employer and/or approval for leave containing the following information:
 - indication of the consulate that the document is addressed to;
 - the employee's name and passport number;
 - date of start of employment and function;
 - length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons;
 - employer's contact details; and
 - name and position of the person signing the letter.
- ☐ SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.

b) Farmers:

- ☐ farmer certificate issued by a chamber of agriculture.

c) Company owners:

- ☐ the company registration in the chamber of commerce and a copy of the bulletin of the trade register.
- ☐ statement of taxes payment.
- ☐ company activity certificate (Faaliyet Belgesi).

d) Students

☐ (higher education): Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code.

☐ Other students or pupils: student certificate.

e) Truck drivers:

i. Guarantee letter from the employer.

ii. Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry).

iii. SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.

iv. Proof of company's registration: excerpt of the Chamber of Commerce's company register.

v. Valid C2 certificate (Yetki Belgesi) with attachments (Taşıt Belgesi) or an agreement with a company that holds a C2 certificate.

vi. Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)).

vii. Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)).

viii. Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination.